




1. The sound wǎ should be written by
- (A) Right Semi circle in the middle of the word
 - (B) Left semi circle in the 1st place
 - (C) Left semi circle in the middle of the word
 - (D) Right semi circle in the 3rd place
 - (E) Answer not known

2. Choose the correct outline for 'Sea-weed'.

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

3. Choose the correct outline for the word 'Embroider'.

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

4. In which place the words 'Mother' and 'metre' are written?

(A) First place

(B) Second place

(C) Third place

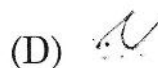
(D) Fourth place

(E) Answer not known

5. In Doubling principle, if the first sounded vowel is of second or third place, all double length horizontal strokes are written

- (A) Above the line
- (B) On the line
- (C) Through the line
- (D) Above/Through the line
- (E) Answer not known

6. Which of the following outline is correct for the word – 'rather'.



- (E) Answer not known

7. All double length down strokes are written

- (A) On the line
- (B) Above the line
- (C) Through the line
- (D) (A) and (B)
- (E) Answer not known

8. In phrases doubling the length of the preceding stroke, we have the sound

- (A) TR/ Ture
- (B) 'DR' only
- (C) Their and There
- (D) 'THR' only
- (E) Answer not known

9. Choose the correct outline for the word 'wondered'.

(A) 

~~(B)~~ 

(C) 

(D) 

(E) Answer not known

10. The word 'vertical' is written as

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

11. In Halving principle which stroke is always written upward when not joined to another stroke?

(A) Full length h

(B) Half length r

(C) Half length h

(D) Full length r

(E) Answer not known

12. The thickened forms of downward "ld" and "rd" are not used;

(A) If no vowel comes between 'l-d', 'r-d'

(B) If a vowel comes between 'l-d', 'r-d'

(C) If a vowel comes after 'l-d' 'rd'

(D) If a vowel comes before 'l-d' 'rd'




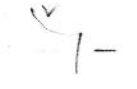
(E) Answer not known

13. Choose the correct statement:

The word 'Witness' should be written.

- (A) on the line
- (B) above the line
- (C) through the line
- (D) under the line
- (E) Answer not known



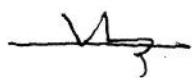

14. Choose the correct outline for 'fiat'.

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

15. Halving a stroke in length indicates the addition of


- (A) Imp
- (B) Ster
- (C) St
- (D) T or D
- (E) Answer not known

16. The word 'Protectionist' written as

- (A) 
- (B) 
- (C) 
- (D) 
- (E) Answer not known

17. Which of the following statements regarding halving principle not employed is correct?
1. Halving principle is not applied when a word ends in a vowel.
 2. When a triphone immediately follows t or d.
 3. When a more distinctive outline is obtained by the use of the stroke t or d.
 - (4) Where the half length stand alone or with final circle S only added.
- (A) 1, 2 and 4 are correct (B) 2, 3 and 4 are correct
(C) 1, 2 and 3 are correct ~~(D) 1, 3 and 4 are correct~~
(E) Answer not known
18. A single syllable light strokes without a final look or joined diphthongs are halved for
- ~~(A) 'T' only~~ (B) 'D' only
(C) T and D (D) TR only
(E) Answer not known
19. Which of the following statements are correct
After 'KW' 'L' is written.
1. Upward when not followed by a vowel.
 2. Upward when followed by a vowel.
 3. Downward when followed by a vowel.
 4. Downward when not followed by a vowel.
- (A) 1 and 3 are correct (B) 1 and 4 are correct
~~(C) 2 and 4 are correct~~ (D) 2 and 3 are correct
(E) Answer not known

20. Choose the correct outline for 'Foolery'.

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

21. The sign 'mp' is not used when Pr, br, Pl, bl immediately follows:

(A) P

(B) B

(C) L

(D) M

(E) Answer not known

22. The curve M is thickened for the addition of which letter/s?

(A) Ing

(B) P or b

(C) MPR

(D) MBR

(E) Answer not known

23. Find out the incorrect statement





(A) Shun hook is a small final hook

(B) Circle 'S' can be added to show hook

(C) Shun hook is written inside all curves

(D) Shun hook is a large final hook

(E) Answer not known

24. 'R' hook to straight strokes are written by
- (A) A small initial hook written with the Right motion
 - (B) A small initial hook written with the left motion
 - (C) A small final hook written with the right motion
 - (D) A small final hook written with the left motion
 - (E) Answer not known
25. The termination 'shun' or 'zhun' spelt -tion, -cian, -tian, -sian, etc. is represented by
- (A) A large hook
 - (B) A small hook
 - (C) A large loop
 - (D) A small loop
 - (E) Answer not known
26. The words "carried on" is written as
- (A) 
 - (B) 
 - (C) 
 - (D) 
 - (E) Answer not known
27. Which of the following is incorrect?
The 'n' hook is used in phraseography for representing the following words.
- (A) Than
 - (B) Been
 - (C) Then
 - (D) Own
 - (E) Answer not known

28. Match the List I correctly with List II and select your answer using the codes given below

List I

List II

(a) Decision

1.



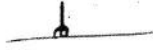
(b) Indecision

2.



(c) Disposition

3.



(d) Dispensation

4.



(a) (b) (c) (d)

(A) 2 3 4 1

~~(B) 3 4 1 2~~

(C) 3 2 4 1

(D) 4 1 2 3

(E) Answer not known

29. The syllable 'NER' when follows a straight upstroke, which form is used

(A) Stroke N and downward R

(B) Hook N and upward R

(C) Stroke N and upward R

~~(D) Hook N and downward R~~

(E) Answer not known

30. Choose the correct outline for 'painful'.

(A)

(B)




(C)

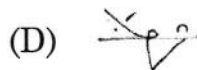
~~(D)~~



(E) Answer not known

31. Which consonants are not hooked for the addition of 'R' or 'L'
- (A) L, M (B) R, S
 (C) L, R (D) M, N
 (E) Answer not known
32. Which of the following statements are correct?
1. A small initial hook written with right motion adds 'R' to straight strokes
 2. The double consonant 'Shr' is always written downward
 3. The double consonant 'Shr' is always written upward
 4. The double consonant 'Shl' is always written upward
- (A) 1, 3 and 4 are correct (B) 1, 2 and 3 are correct
 (C) 1, 2 and 4 are correct (D) 2, 3 and 4 are correct
 (E) Answer not known
33. Choose the wrong word for the outline 
- (A) Signified (B) Significance
 (C) Signify (D) Significant
 (E) Answer not known
34. When Skr or Sgr follows t or d, the circle is written with
- (A) Right motion to straight stroke
 (B) Left motion to straight stroke
 (C) Inside the hook
 (D) Outside the hook
 (E) Answer not known

35. Choose the correct outline for pasture



(E) Answer not known

36. 'SW' circle is used for which of the following in phraseography?

(A) as well as

(B) is as

(C) axis

(D) races

(E) Answer not known

37. The 'St' is represented by a loop made

(A) Two thirds of the length of the stroke

(B) One third of the length of the stroke

(C) Half the length of the stroke

(D) One fourth of the length of the stroke

(E) Answer not known

38. The 'st' loop cannot be employed

(A) When a vowel does not follow s and t

(B) When a vowel precedes s and t

(C) When a vowel occurs between s and t

(D) When a vowel precedes t


(E) Answer not known


43. Choose the correct outline for the following phrases from the answers given below :

1. How can they
2. It was

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

44. "He should know" is written as

(A) 

(B) 

(C) 

(D) None of the above

(E) Answer not known

45. The words "on the" and "but the" are represented by

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

46. 'Tick the' is never written

(A) Upward

(B) Initially

(C) Finally

(D) Downward

(E) Answer not known

47. How the word 'different' is represented in shorthand?

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

48. The grammalogue "large" is written as

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

49. The sign for a Grammalogue is called

(A) Logogram

(B) Consonant

(C) Contraction

(D) Phraseogram

(E) Answer not known

50. For the word "hero", what form of 'H' is employed and in which position?

(A) Upward h, on the line

(B) Upward h, through the line

(C) Downward h, through the line

(D) Upward h, above the line

(E) Answer not known

51. Horizontal stroke with second place vowel is written

(A) above the line

(B) on the line

(C) through the line

(D) below the line

(E) Answer not known

52. Match List I correctly with List II and select your answer using the codes given below :

List I	List II
(a) Exclamation	1. ↗
(b) Full stop	2. ? x
(c) Dash	3. ×
(d) Interrogation	4. x


- | | (a) | (b) | (c) | (d) |
|---|------------------|-----|-----|-----|
| <input checked="" type="checkbox"/> (A) | 4 | 3 | 1 | 2 |
| (B) | 3 | 2 | 4 | 1 |
| (C) | 4 | 3 | 2 | 1 |
| (D) | 1 | 4 | 3 | 2 |
| (E) | Answer not known | | | |

53. 'Ray' is always written up at an angle of _____ from the horizontal.

- | | |
|----------------------|---|
| (A) 40° | <input checked="" type="checkbox"/> (B) 30° |
| (C) 20° | (D) 50° |
| (E) Answer not known | |





54. Which of the following statement is/are correct?

- (i) Initial r is written upward when preceded by a vowel
 - (ii) Initial or final r is written upward when followed by a vowel sound
 - (iii) Initial r is written downward when preceded by a vowel
 - (iv) Final r is written downward when not followed by a vowel sound
- | | |
|-------------------------------------|--|
| (A) (i), (ii) and (iv) are correct | <input checked="" type="checkbox"/> (B) (ii), (iii) and (iv) are correct |
| (C) (i), (iii) and (iv) are correct | (D) (i), (ii) and (iii) are correct |
| (E) Answer not known | |

55. Downward form of R is used
- (A) When initial R is not preceded by a vowel
 - ~~(B)~~ When initial R is preceded by a vowel
 - (C) When final R is followed by a vowel
 - (D) After upward H
 - (E) Answer not known
56. Choose the correct answers by using the codes given below:
1. The downward form of 'h' is written in compounds and derivatives like hayrick
 2. Dot 'h' cannot be used as an alternative to the stroke
 3. Tick h is written initially to 
- (A) 1 and 2
 - (B) 1, 2 and 3
 - ~~(C)~~ 1 and 3
 - (D) 2 and 3
 - (E) Answer not known
57. Choose the wrong sentence
- (A) Upward form of *l* is commonly written
 - ~~(B)~~ Final *l* is written upward after 'n' and 'ng'
 - (C) When preceded by a vowel and followed immediately by a horizontal, initial *l* is written downward
 - (D) Medial *l* is generally written upward
 - (E) Answer not known

58. When the stroke 'l' immediately precedes or follows a circle which is attached to a curve, it is written
- (A) In the opposite direction as the circle
 - (B) In the same direction as the circle
 - (C) In the right direction
 - (D) In the left direction
 - (E) Answer not known
59. Choose the correct answer :
- To write the shorthand character easily
- (A) The writer's middle of the forearm should not rest on the edge of the desk
 - (B) The wrist must not be allowed to rest upon the note book or desk
 - (C) The wrist must be allowed to rest upon the note book or desk
 - (D) Shorthand note book should be used
 - (E) Answer not known
60. A small initial hook, written with the right motion, adds R to
- (A) Curved strokes
 - (B) Horizontal strokes
 - (C) Halved strokes
 - (D) Straight strokes
 - (E) Answer not known
61. Choose the correct statement :
- While practicing note taking, to secure best results
- (A) Begin by reading a paragraph
 - (B) Begin by taking dictation at higher speed
 - (C) Ear and hand should work practically simultaneously
 - (D) Not to reduce speed when several outlines are wrongly written
 - (E) Answer not known

62. The phrase "my hon. friend" is written as

- (A)  (B) 
- (C)  (D) 
- (E) Answer not known


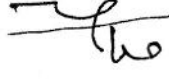


63. While Note-Taking, the leaf of the shorthand note book should be turned over by adopting the following method

- (A) While writing on the lower part of the page shifting a leaf by degrees, at a convenient moment, lifting up the first finger and thumb
- (B) It should be turned over after writing on the upper half
- (C) It should be turned over after writing on the full page
- (D) It should be shifted rapidly and turned over
- (E) Answer not known

64. During note-taking, when the note-taker has failed to hear a word, the omission should be indicated by a

- (A) A circle should be drawn round the character (○)
- (B) A cross placed under it (×)
- (C) It should be indicated by a caret placed under the line (∧)
- (D) It should be indicated by an inclined oval (◊)
- (E) Answer not known

65. The "Counsel for the defence" is written as

- (A)  (B) 
- (C)  (D) 
- (E) Answer not known

66. The phrase "Divisional Court" is written as

(A)

(B)

(C)

(D)

(E) Answer not known

67. The legal phrase "Official Writer" is written as

(A)

(B)

(C)

(D)

(E) Answer not known

68. "Act of Parliament" is written as

(A)

(B)

(C)

(D)

(E) Answer not known

69. The size of the consonants is :

(A) One-fourth of an inch long

(B) One-third of an inch long

(C) One-sixth of an inch long

(D) One-fifth of an inch long

(E) Answer not known

70. Choose the correct outline for 'Leader of the Opposition'

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

71. Consonant 'P' is intersected for the word.

(A) Point

(B) Political

(C) Party

(D) Private

(E) Answer not known

72. Which is the intersecting consonants to represent the word 'Professor'?

(A) P

(B) Pr

(C) F

(D) Fr

(E) Answer not known

73. Match the following strokes in Column I with Column II





Column I	Column II
Used for intersection	Words they represent
(a) 'R' down	1. Capital
(b) 'R' up	2. Colonel
(c) 'KR'	3. Arrange
(d) 'K'	4. Require

- | | (a) | (b) | (c) | (d) |
|----------------|------------------|-----|-----|-----|
| (A) | 3 | 1 | 4 | 2 |
| (B) | 4 | 3 | 1 | 2 |
| (C) | 2 | 3 | 4 | 1 |
| (D) | 3 | 4 | 2 | 1 |
| (E) | Answer not known | | | |

74. The character "Kr" is intersected in which of the following phrase?

- (A) Form of agreement
- (B) Necessary form
- ~~(C)~~ Investment corporation, corporation of leads
- (D) Entry form
- (E) Answer not known

75. Choose the correct outline for "smaller than" is

- | | |
|--|--|
| (A)  | (B)  |
| (C)  | (D)  |
| (E) Answer not known | |

76. In advanced phraseography, the large circle may be used to represent

1. as we
2. as only
3. as and w
4. as and s

- (A) 1, 2 and 3 are correct (B) 2, 3 and 4 are correct
 (C) 1, 3 and 4 are correct (D) 1, 2 and 4 are correct
(E) Answer not known

77. Match List I correctly with List II and select your answer using the codes given below :

List I

- (a) Additional expense
- (b) I am in receipt of your favour
- (c) I have to call attention
- (d) We beg to quote

List II

- 1.
- 2.
- 3.
- 4.

- (A) (a) (b) (c) (d)
 3 1 4 2
(B) 4 3 2 1
(C) 1 2 3 4
(D) 2 3 1 4
(E) Answer not known

78. Choose the correct outline for the phrase
 "In the early part"

~~(A)~~ 

(B) 

(C) 

(D) 

(E) Answer not known

79. Match the following outlines with their words and choose the correct answer :

List I

List II

(a) 


1. As we may

(b) 

2. As we do

(c) 

3. As we can





(d) 

4. As we shall



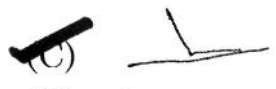
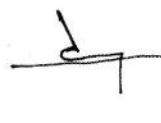
- | | (a) | (b) | (c) | (d) |
|----------------|------------------|-----|-----|-----|
| (A) | 3 | 2 | 1 | 4 |
| (B) | 1 | 4 | 3 | 2 |
| (C) | 4 | 1 | 2 | 3 |
| (D) | 2 | 3 | 4 | 1 |
| (E) | Answer not known | | | |

80. Special contractions are formed by
- (A) Using prefixes and suffixes
 - (B) Omitting initial consonants
 - (C) Medial omission
 - (D) Medial semicircle
 - (E) Answer not known

81. Choose the correct outline for 'substantial'.

- | | |
|---|--|
| (A)  | <input checked="" type="checkbox"/> (B)  |
| (C)  | (D)  |
| (E) Answer not known | |

82. The word PEC(ULIAR-ITY) is written as

- | | |
|---|--|
| (A)  | (B)  |
| <input checked="" type="checkbox"/> (C)  | (D)  |
| (E) Answer not known | |

83. Choose the correct statement from the following with regard to formation of special contractions :

1. By employing the first two or three strokes of the full outline
2. Not using logograms
3. By medial omission
4. By intersection

- (A) 1, 3 and 4 are correct (B) 1, 2 and 4 are correct
(C) 1, 2 and 3 are correct (D) 2, 3 and 4 are correct
(E) Answer not known

84. Match the following List I used as contradictions with List II and select your answers using the codes given below :





List I		List II	
(a) Stringency		1. Omission of '-ect'	
(b) Thence forward		2. Omission of 'L' before shun	
(c) Architect		3. Omission of 'R'	
(d) Retrospection		4. Omission of 'N'	

- | | (a) | (b) | (c) | (d) |
|---|------------------|-----|-----|-----|
| (A) | 4 | 3 | 2 | 1 |
| <input checked="" type="checkbox"/> (B) | 4 | 3 | 1 | 2 |
| (C) | 4 | 1 | 2 | 3 |
| (D) | 3 | 1 | 2 | 4 |
| (E) | Answer not known | | | |

85. Which medial consonant immediately following circle 'S' is omitted in many words?

- (A) P (B) B
 (C) T (D) D
(E) Answer not known

86. Match List I and List II correctly and select your answer using the codes given below :

List I		List II
(a) Blanket	1.	
(b) Banked	2.	
(c) Winked	3.	
(d) Linked	4.	





- | | (a) | (b) | (c) | (d) |
|---|------------------|-----|-----|-----|
| (A) | 2 | 3 | 4 | 1 |
| (B) | 3 | 4 | 1 | 2 |
| (C) | 1 | 3 | 2 | 4 |
| <input checked="" type="checkbox"/> (D) | 1 | 2 | 4 | 3 |
| (E) | Answer not known | | | |

87. State in which of the following words contractions are applied by omission of 'medial t', immediately following 'circle s'

1. Postman
2. Drastic
3. Most important
4. Honestly




- | | |
|----------------------|--|
| (A) 1, 2 and 3 | <input checked="" type="checkbox"/> (B) 1, 3 and 4 |
| (C) 1, 2 and 4 | (D) 2, 3 and 4 |
| (E) Answer not known | |








88. Match List I correctly with List II and select your answer using the codes given below :


List I		List II
(a) Omission of 'N'	1.	
(b) Omission of 'R'	2.	
(c) Omission of 'ect'	3.	
(d) Omission of 'Kt' before 'ive'	4.	

- | | (a) | (b) | (c) | (d) |
|----------------|------------------|-----|-----|-----|
| (A) | 1 | 2 | 3 | 4 |
| (B) | 2 | 3 | 4 | 1 |
| (C) | 3 | 4 | 2 | 1 |
| (D) | 4 | 3 | 2 | 1 |
| (E) | Answer not known | | | |

89. The suffix '-ship' is represent by

- ~~(A)~~ joined or disjoined  sh
- (B) disjoined  sh
- (C) joined  sh
- (D) hook *l* is employed
- (E) Answer not known

90. Dot 'ing' cannot be used :
- (A) After a logogram
 (B) Medially
 (C) Finally
 (D) After a half length stroke
 (E) Answer not known
91. The suffix '-ality' is represented by
- (A) Disjoined L
 (B) Omitting the stroke immediately preceding the termination
 (C) Disjoining the stroke immediately preceding the termination
 (D) Doubling the stroke 'L'
 (E) Answer not known
92. Which of the following outline is correct for the word 'friendship'?
- (A)  (B) 
- (C)  (D) 
- (E) Answer not known
93. The suffix -Ly is expressed by
- (A) Downward 
 (B) Repeating 
 (C) By employing the hook *l* only
 (D) Joined or disjoined  and by employing hook '*l*'
 (E) Answer not known

94. Disjoined  fs represent the suffix
- (A) -fulness (B) -lessness
 (C) -lousness (D) -friendship
 (E) Answer not known
95. The prefix 'self' is written as
- (A) A disjoined circle S (B) SW circle
 (C) Circle S joined (D) Semi-circle
 (E) Answer not known
96. The prefix 'Accom-' is represented by
- (A) — k joined (B) — k joined or disjoined
 (C) — k disjoined (D) — k doubled
 (E) Answer not known
97. Initial Com or Con is expressed by a
- (A) heavy dot written at the beginning of the stroke
 (B) light dot written at the beginning of the following stroke
 (C) heavy dash written at the beginning of the stroke
 (D) light dash written at the beginning of the stroke
 (E) Answer not known
98. Name the prefix which is represented by joined or disjoined consonant K.
- (A) Company- (B) Con-
 (C) Accom- (D) Government
 (E) Answer not known

99. The outline for the word 'Immortal' is written as

(A) 

(B) 

(C) 

(D) 

(E) Answer not known

100. Prefix "self" is represented by

(A) A circle in the first place before a stroke

(B) A circle in the first place after a stroke

(C) A disjointed circle "S" written close to the following stroke in the second vowel place

(D) A circle in the second place after a stroke

(E) Answer not known